

Capital Planning Committee Meeting Minutes February 23, 2017

In attendance were: Sandy Pooler
Charlie Foskett
Mike Morse
Brian Rehrig
Tony Lionetta
Barbara Thornton

Not in attendance: Rich Viscay
Steve Andrew

Also in attendance: Amy Fidalgo
Clarissa Rowe, Community Preservation Act Committee Chair
Jim Feeney, Assistant Town Manager

- **Meeting Opened/Review of CPAC Recommendations to Town Meeting:** Charlie Foskett opened the meeting at 5:00pm and introduced Clarissa Rowe, Chair of the Community Preservation Act Committee and Jim Feeney, Assistant Town Manager. They were in attendance to review CPAC's initial recommendations for Town Meeting. Jim Feeney explained that this will be the only funding cycle in which there will be two years of surcharges to distribute, as well as a state match. The DOR advised that a conservative estimate for a state match in FY18 would be 15% of FY17 surcharge collections. There will be some unspent FY17 funds, but these will not be available to spend until a later funding cycle. Based on the initial votes of the CPAC, \$2.1m would be appropriated for FY18 projects with 5% appropriated for administrative expenses.

Clarissa Rowe said that Downing Square was the only project that was not going to be fully funded; CPAC decided that an early \$100k commitment would assist HCA as leverage to pursue the remaining balance needed for the project. Tony Lionetta asked if Downing Square was being developed by a private developer. Brian Rehrig said the project is private in the sense that HCA is a 501 (c)(3) and not a Town Department.

Charlie Foskett asked who owns the Old Burying Ground. Clarissa Rowe said that the property is Town-owned (except for the plots), and is overseen by both the Cemetery Commission and Historical Commission. Clarissa Rowe said that the Cemetery Commission needs some assistance with figuring out what funds are available for perpetual care of the graves; Town Counsel and/or Rich Viscay should be able to provide clarification on this matter.

Tony Lionetta asked for clarification on how these projects are monitored and how the funding is released. Clarissa Rowe said that is largely covered by Jim Feeney. Clarissa Rowe added that detailed grant agreements will help to manage conditions for each project, and payment expectations when projects are deemed to be complete. The Committee discussed how ongoing maintenance will be monitored in future years. Clarissa Rowe said this is still something that is

getting worked out; the Town Manager's office is in the process of creating a working group for maintenance of public lands to determine who has the responsibility for outdoor assets.

The Committee moved for favorable action on Article 49. (6-0)

The minutes of January 5, 2017 were reviewed and approved as amended. (6-0) Charlie Foscett asked for the soft cost estimate for the Hardy School. Sandy Pooler said that the soft costs and the cafeteria cost would come close to \$3.5m, as originally referenced in the last set of minutes.

- **Review of Library Capital and Infrastructure Proposals:** Andrea Nicolay and Ruthy Bennett provided a memo to the CPC requesting that \$58k of existing capital funds from the Library roof project be repurposed for the planned repointing project they would like to undertake this spring. The Committee discussed that preserving the envelope of the building was in the spirit of the original roof funding that the CPC provided to the Library. The Committee moved to approve the Library's request to repurpose existing capital funds for the Library repointing project. (6-0)
- **Updated on Unused Capital Balances:** Sandy Pooler and Rich Viscay are continuing to work with Department Heads to sweep unused capital balances. The Community Safety capital accounts will not be swept until the ongoing litigation is resolved. Sandy Pooler said that photocopier balances will be combined and put towards machine buyouts.
- **Parking Meter Articles in ATM Warrant:** The Committee discussed Article 26 and what the revenue collected from the meters can and cannot be spent on. Charlie Foscett expressed concern over earmarking funds and sequestering them for undesignated purposes. Sandy Pooler said that Mike Morse has been working with the Town Manager to determine how much money will be collected and how much money will be spent on specific meter costs. More information will be provided to the Committee at the next meeting.
- **Review of ATM Warrant for any Articles Affecting Capital Budgeting or Planning:** The Committee reviewed the warrant articles that would affect the Capital Budget that have not already been discussed. Charlie Foscett asked Mike Morse to determine that the water and sewer numbers given to FinCom match what is in our plan currently. The Committee moved to support a favorable vote on Article 35 and Article 36 of the Town Meeting Warrant. (6-0)
- **Review Status of DAV Sale and Impact on Capital Plan:** Sandy Pooler said that only one bid came in for the DAV building for \$750k; the Town was hoping for \$1m. In upcoming months a committee will formally review the RFP and will begin the process of creating a purchase and sale agreement to be presented to the Board of Selectmen. Brian Rehrig asked if it is possible that the sale price could change. Sandy Pooler said this is unlikely.

Brian Rehrig reiterated that the last \$1m of Stratton wasn't borrowed in anticipation of the sale going through at \$1m, meaning the shortfall on the bid of \$250k hasn't been borrowed or funded through the Capital Plan. Sandy Pooler said there is a chance that Stratton could come in under budget, but the Committee would not know this by Town Meeting. The Committee discussed various options for how to best handle the reduced sale price of the DAV building, and the implications on the Stratton borrowing.

The Committee discussed that this \$250k discrepancy will need to be part of their report to Town Meeting. Charlie Foscett said that this \$250k is potentially going to be an increase on the taxpayers, but it might not be if the Stratton School comes in under budget. Also, another

possibility is the use of the expected premium on upcoming borrowing. Accordingly, the Committee agreed they are not asking for the \$250k right now. The Committee also discussed that in their report to Town Meeting they will need to address the exempt versus nonexempt borrowing for Stratton. The Committee approved the above items to be included in their report to Town Meeting; no changes need to be made to the Capital Plan at this time. (6-0)

- **Preparation for presentation to Finance Committee:** The CPC reviewed their presentation for the upcoming Finance Committee meeting.
- **Next Meeting;** March 2 at 5 pm

Adjournment.